



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF
IMEU-CHV-IG

22 June 2005

MEMORANDUM FOR CIVILIAN EMPLOYEES AT USAG BENELUX

SUBJECT: USAG Benelux Command Policy Letter 11*, Right of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what the civilian employee reasonably believes evidences fraud, waste and abuse.
2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.
3. Civilian Personnel Regulation prescribes procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reduction-in-force, removals, disciplinary measures and similar actions. If you want to submit this kind of complaint, contact the Benelux CPAC Director, Building 24 Daumerie Caserne, Unit 21419 APO AE 09708, who will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the USAG Benelux Equal Employment Opportunity Officer Building 24 Daumerie Caserne, Unit 21419 APO AE 09708.
4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaints have not been resolved by your supervisor, you may visit, call, or write the Inspector General at:

Location: Building 24, Caserne Daumerie, Chievres, Belgium
Address: Unit 21419, APO AE 09708
Telephone: DSN: 361-5216/1420 or COMM: 068/27.5216.
5. If you believe the local Inspector General's response to you is not fair, complete or in accordance with applicable laws and/or regulations; or if you feel your interests may be

*Previously Policy Letter 60

This memorandum is available at <http://www.80asg.army.mil/sites/commander/policy.asp>

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jeopardized by contacting your local Inspector General, you may write to the Office of the Inspector General, Headquarters, United States Army Europe, and Seventh Army, APO, AE 09014. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) hotlines. Their telephone numbers are:

DAIG: Toll free 1-800-752-9747

Commercial: (703) 695-1578, DSN 225-1572

DOD IG: Toll free 1-800-424-9098

Commercial: (703) 693-5080, DSN 223-5080

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, AR 385-10. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

7. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperation with the Inspector General or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance or cooperating with the Inspector General, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the Inspector General, you may be subject to disciplinary action.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

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